



BOARD POLICY

POLICY TYPE: Governance Process

POLICY TITLE: Election of Chair and Vice-Chair of the Board

EFFECTIVE DATE: February 2018

RENEWAL DATE: February 2021

1. Background

1.1. Ontario Regulation X Section Y states the Board of Governors shall, in accordance with its by-laws, annually or every two years elect a Chair and Vice-Chair from among its members appointed under subsection Z and the Chair and Vice-Chair are eligible for re-election.

1.2. This policy aligns with [the Organization's] By-law No. X, Section Y: Election of Chair and Vice-Chair.

2. Policy statements

2.1. Terms and Eligibility

2.1.1. Only External Governors are eligible to be elected as Chair and Vice-Chair of the Board.

2.1.2. The term of office for the positions of Chair and Vice-Chair is one-year, effective July 1 of each year.

2.1.3. The Chair and Vice-Chair are eligible for re-election.

2.1.4. If the office of the Chair or Vice-Chair shall be or become vacant for any reason, the Board may appoint an external Governor to fill such a vacancy. Such Governor shall formally agree to the appointment.

2.1.5. Desirable attributes of a Chair and Vice-Chair include:

- Proven leadership skills;
- Excellent strategic and facilitation skills;
- Proven ability to influence and achieve consensus;
- Proven ability to act impartially and without bias, and display tact and diplomacy;
- Effective communication skills;
- Political acuity;
- The time to continue the legacy of building strong relationships between the College and stakeholders;
- Proven ability to establish trusted advisor relationships with the President and other board members;
- Governance and board level experience; and





- Outstanding record of achievement in one or several areas of skills and experience used to select board members.

2.1.6. It is desirable for a Chair to have served as Vice-Chair.

2.1.7. Although only External Governors of the Board shall stand for election as Chair or Vice-Chair, all Governors are eligible to nominate candidates and participate in the electoral process.

2.2. Election Date

2.2.1. No later than the regular meeting of the Board in June of each year, the Board shall elect a Chair and Vice-Chair from its external members.

2.2.2. It is recommended that elections take place in early spring to inform the planning for the following Board year, including appointments to Standing Committees.

2.3. Nominations and Election Process

2.3.1. Potential candidates for the office of Chair and Vice-Chair must be nominated by another Governor. A Governor cannot nominate his/herself.

2.3.2. The Board of Governors has delegated responsibility for conducting the election of Chair and Vice-Chair of the Board to the Nominating Committee.

2.3.3. The Board Secretary shall perform the duties of chief returning officer for the election.

2.3.4. If the Board fails to appoint any or all of such officers by July 1, the incumbents for whom no replacements have been appointed shall continue in office until their successors are appointed except in the case of a Chair or Vice-Chair whose term as governor has expired.

2.3.5. Following the close of the election, the Chair of the Nominating Committee will report back to the Board at its next regular meeting, announcing the outcome of the election.

3. Monitoring

3.1.1. The Nominating Committee shall have responsibility for annually monitoring the implementation of the policy and shall make any recommendations for revision to the policy to the Governance Review Committee.

4. Related legislation, Minister's Binding Policy Directives and other documents

- [the Organization's] By-Law No. 1
- Ontario Colleges of Applied Arts and Technology Act, 2002
- Policy on Roles of Chair and Vice-Chair of the Board
- Procedure for Election of Chair and Vice-Chair of the Board

